

Seeley Lake Rural Fire District

200 Firehouse Rd. Seeley Lake, MT 59868

Standard Operating Procedure

Date: 04/01/2021

Number: ADMIN 33

Title: Wage Increases

Scope: This Standard Operating Procedure applies to all non-exempt District staff.

Purpose: To provide a standard and planned merit-based wage increases.

Procedure:

1. All non-exempt employees are eligible for a merit-based wage increase annually after completing a six-month probationary period.
2. The District annual review for wage increase shall be completed in June and be effective July 1st of the next fiscal year. The wage increase shall adhere to the attached step-and grade scale. The scale is based on a 2.5% increase per step. Each increase may not exceed two steps or 5% annually.
3. The annual review shall be performed by the employee's supervisor to be approved by the District Fire Chief. Once a review has been evaluated, the Fire Chief will determine the step(s) increase if applicable.
4. The wages of all employees are to be included in each Fire Board Trustee packet for monthly review.

Other related references: Wage Scale Attachment

Approvals:

District Chief  Date, 3/22/21

Fire Board  Date, 3/22/21

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Date: 04/01/2021

Number: ADMIN 32

Title: FLSA Compliance

Scope: This Standard Operating Procedure applies to all non-exempt District staff.

Purpose: To comply with FLSA wage requirements

Procedure:

1. The District FLSA cycle will be calculated on a fourteen (14) day cycle.
2. Per 29 CFR § 553.230 overtime compensation is required for all hours worked in excess of the maximum hours standards for a fourteen (14) day work period of one-hundred and six (106) hours. This applies to members who are assigned to the twenty-four (24) hour shift schedule and meet the statutory definition of "employees in fire protection activities" contained in 29 CFR §203(y) and can engage in their duties are 29 CFR § 207(k) exempt Members.
3. Members who engage in firefighting duties who are assigned to work the Forty (40) hours per week schedule shall be exempt of the one-hundred and six (106) hour threshold within the fourteen (14) day FLSA work period and shall receive overtime after ten (10) hours in a workday or forty (40) hours in a seven (7) day work cycle.
4. Members who are not engage in firefighting duties who are assigned to work the Forty (40) hours per week schedule shall not be exempt of the one-hundred and six (106) hour threshold within the fourteen (14) day FLSA work period and shall receive overtime after eight (8) hours in a workday or forty (40) hours in a seven (7) day work cycle.
5. The following leaves shall be counted as time worked in regard to FLSA hours:
 - a. Annual Leave
 - b. Sick Leave
 - c. Military Leave
 - d. Administrative Leave with Pay
 - e. Compensated Family Medical Leave
 - f. Compensated Bereavement Leave

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- g. Worker's compensation leave
- h. Compensated Jury Duty

Other related references:

Approvals:

District Chief  Date, 3/22/21

Fire Board  Date, 3/22/21